

MEMORANDUM

SEP - 8 1980

date September 4, 1980

to S. Kennedy D. Ihling
R. Koza J. Tweedie
R. Pellington P. Taylor
V. Hoppus

Realty Maintenance
Reception Desk
Facilities Management
Management Food
Telephone Office

from
area
assigned:
to:

Willa Brown - Ext. 8586

Room 2 - 17th fl.

M. Echevarria

for: New Jersey Puerto Rican Bar Asso.

on: Wednesday, Sept. 17, 1980
(full date)

5:00 p.m.

6:00 p.m.

starting

concluding

OTHER
DATES

A-V requirements for the above meeting:

Lectern

Movie Proj.

Public Address

Video

Overhead Proj.

Audio Recorder

Slide Proj.

Video Record/Camera

Operator needed for any of the above

Phone

Ext. no.

Remove phone

Water carafe and cups at head table

Conf. tables

Flipchart

Easel

Pointer

17th floor lobby sign to read

NJ Puerto Rican Bar Asso. - Room 2

Type of Set-Up:

Conference style for 6 people

Coffee Bar Service (15 minutes allotted time)

Time

Hot

Beverages

Pastry

No. of
people

Milk

Soda

Other

Beverage and pastry may be taken back to classroom or into Pelican Room

cc to:

tube:

MEMORANDUM

date

to

S. Kennedy
R. Koza
R. Pellington
V. Hoppus

D. Ihling
J. Tweedie
P. Taylor

from
area
assigned:

Willa Brown - Ext. 8586
Room 2 - 17th fl.

to:

Margie Echevarria

for:

New Jersey Puerto Rica Associates

on:

Wednesday, March 25, 1981
(full date)

6:00 p.m.

8:00 p.m.

starting

concluding

OTHER
DATES

A-V requirements for the above meeting:

Lectern

Movie Proj.

Public Address

Video

Overhead Proj.

Audio Recorder

Slide Proj.

Video Record/Camera

Operator needed for any of the above

Phone

Ext. no.

Remove phone

Water carafe and cups at head table

Conf. tables

Flipchart

Easel

Pointer

17th floor lobby sign to read

NJ Puerto Rica Bar Assoc. - Room 2

Type of Set-Up:

Conference style for 10 people

Coffee Bar Service (15 minutes allotted time)

Time

Hot

Beverages

Pastry

No. of
people

Milk

Soda

Other

Beverage and pastry may be taken back to classroom or into Religan Room

cc to:

tube:

4475-13-400R COPY

MEMORANDUM

date December 2, 1980

to S. Kennedy D. Ihling
R. Koza J. Tweedie
R. Pellington P. Taylor
V. Hoppus

from area assigned: Willa Brown - Ext. 8586
Room 2 - 17th fl.
Margie Echevarria

for: New Jersey Puerto Rica Associates

on: Thursday, Dec. 4, 1980
(full date)
6:00 p.m. 8:00 p.m.
starting concluding

OTHER DATES

A-V requirements for the above meeting:

Lectern _____ Movie Proj. _____

Public Address _____ Video _____

Overhead Proj. _____ Audio Recorder _____

Slide Proj. _____ Video Record/Camera _____

Operator needed for any of the above _____

Phone _____ Ext. no. _____ Remove phone _____

Water carafe and cups at head table _____ Conf. tables _____

Flipchart _____ Easel _____ Pointer _____

17th floor lobby sign to read NJ Puerto Rica Bar Assoc. - Room 2

Type of Set-Up:

Conference style for 10 people

Coffee Bar Service (15 minutes allotted time)

Time _____ Hot Beverages _____ Pastry _____

No. of people _____ Soda _____

Milk _____ Other _____

Beverage and pastry may be taken back to classroom or into Pelican Room

cc to: _____

tube: _____